

Vacancy Notice

Mumbai

Date: September 9, 2005

SUBJECT: VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 23/2005

OPEN TO: Eligible Family Member (EFM) – All Agencies and Ordinarily Resident (OR)

POSITION: Security Escort; Pos. # 97-005-686
Position Grade: FP-09

TOTAL REQUIREMENT: 3 (three)

OPENING DATE: September 13, 2005

CLOSING DATE: September 26, 2005

WORK HOURS: Intermittent work schedule (WAE)

SALARY: EFM - Grade: FP-09*

* Starting salary and grade will be determined by the bureau.

The U.S. Consulate in Mumbai is seeking an EFM/OR for employment in country for the position of "Security Escort" for its General Services Office.

BASIC FUNCTION OF POSITION

Works under the guidance and supervision of the General Services Officer/Regional Security Officer, responsible for physical security of Consulate General Office Buildings (CJOB) at post. Provides escort duties for office renovation projects. Responsible for the physical security of the office buildings ensuring that personal security standards are implemented and maintained. Participates in the opening up of the CJOB in the morning and conducts lock-down procedures at night. When called upon, provides escort duty for maintenance projects and also to FSNs. Check to see that Local Guard Services (LGS) maintains a daily register for all contractors personnel working on the compound. Liaisons with the contractor and LGS for security related issues confined to the CJOB, keeping the Regional Security Officer informed.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Applicant must be a U.S. Citizen (either through birth or naturalization).
2. Applicant must have a Secret security clearance or be eligible to obtain a secret security clearance.
3. U.S. High School Diploma or equivalent.
4. Level 4/4 (fluency) in English.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised position within the first 90 calendar days of that appointment.
4. Applicant must be at Post for his/her application to be considered.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Federal Employment (DS-1950 or OF-612), which describes qualification and experience, related to the information in vacancy notice.
2. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO

American Consulate General
Human Resources Office
Attention: Mr. James W. Leaf
78, Bhulabhai Desai Road
Mumbai 400 026.

POINT OF CONTACT

Shyju Kombath/Sharda Subramaniam
Telephone: 2363-3611 – 18 Extn. 4302/4190
Fax: 2368-9016

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or Military service member, permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

CLOSING DATE FOR THIS POSITION: September 26, 2005

An Equal Opportunity Employer